

<b>Opening Date:</b>	February 10, 2011	<b>Closing Date:</b>	February 24, 2011
<b>Job Title:</b>	Criminal Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	060009	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Baltimore City Baltimore, Maryland	<b>Grade/Entry Salary:</b>	J06 \$28,372 - \$33,618 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Prepares new criminal case files by reviewing charging documents, inputting initial docket information and establishing case file folder for the documents. Maintains case dockets by entering records of case documents as they are received using a computer keyboard. Assists the public, attorneys, and other agencies by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares summonses, writs, commitments, releases, bail bonds, bills for costs, etc., via a computer system. Assesses fees and court costs, and collects money using a computerized cash register; and prepares and issues bills. Completes appropriate forms to carry out court orders and calculates time served when preparing commitment forms. Performs all other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** One year of related experience.

**Skills/Abilities:** Ability to communicate in an effective, patient, tactful manner with customers and co-workers; define problems, collect data, establish facts, and draw valid conclusions; verify comments and notations and record essential information; set priorities and simultaneously process multiple duties and responsibilities; apply job-related codes, policies, procedures, rules, regulations, and laws as required. Ability to operate a personal computer and type 35 wpm net and no more than 5 errors or 5,000 kph net and no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform basic mathematical calculations. Demonstrate knowledge and ability to apply job-related terminology. Ability to perform all of the essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Baltimore City  
Room 412 Courthouse East  
111 N. Calvert Street  
Baltimore, MD 21202  
Attn: Frank M. Conaway, Clerk

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**